

Office Assistant

Looking for fulltime or part-time Office Assistant

Wanted: Smart, Hardworking, Trainable Individuals

We are a small family-owned organic business located in Johnston RI currently seeking an Office Assistant to help maintain our growing business.

Why Work Here?

We are an established, growing family-owned small business that needs a full-time or part-time office assistant. We take pride in doing a great job for our customers and need an additional perfectionist to join the team.

This position is an immediate hire for a permanent full-time position or part-time work, 20-40 hours per week, Monday through Friday, 9:00 AM to 5:00 PM. This is an IN-OFFICE position with no remote work opportunity. Located in Johnston, RI.

Please be dog/cat-friendly, as our 4 dogs and cat are amongst the hardest-working members of our team!

Job duties range from clerical to more sophisticated and include:

- Sort and manage incoming/outgoing mail and packages.
- Answer incoming phone calls professionally – collect information, route calls, and take messages.
- Maintain an extensive and established filing system for both electronic and physical files.
- Accounts receivable - preparing work orders for billing and assembling invoices once they have been generated.
- Data entry.
- General housekeeping to ensure the office is clean, presentable, and organized.
- Many other general office duties as assigned.
- Special projects as needed.

The ideal candidate will be detail oriented and will enjoy working in a fast-paced, small office environment. Candidate must have prior office experience working with customers and vendors, preferably in a B2B environment.

Position Requirements:

- Professional and positive can-do attitude.
- Dependable and punctual.
- Filing experience with both physical and electronic files.
- Strong typing skills - the ability to type steadily and accurately.
- Working knowledge of Word or WordPerfect, Excel, and Outlook.
- Polite and confident customer service, including listening skills and questioning skills.
- Strong, clear communication skills in spoken and written English.
- Able to learn by following written procedures, watching, and listening.
- Willingness to take direction and prioritize.
- Flexibility to switch tasks as needed throughout the day.
- Exceptional organizational skills and attention to detail.
- Discretion in dealing with confidential and sensitive matters.
- Legible handwriting.
- Must have reliable transportation and be able to run occasional errands.

Pay:

Starting hourly rate \$15.00 per hr. (Depending on experience hourly rate could increase). Company operates from St. Patrick's Day to Thanksgiving.

If you are interested in a great career with a family run business, we would like to discuss the opportunities with you. Please apply by e-mail.